



NOAA

Reimbursable Agreements

BPR Training

FY 2007

Reimbursable Agreements

Quick Reports

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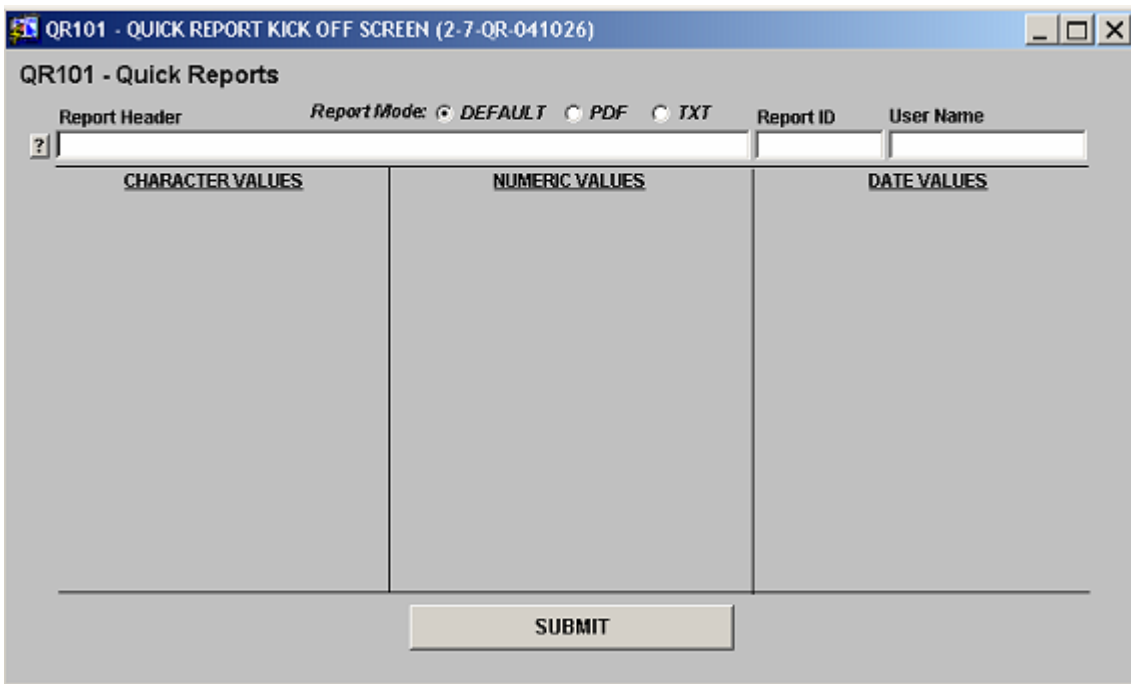
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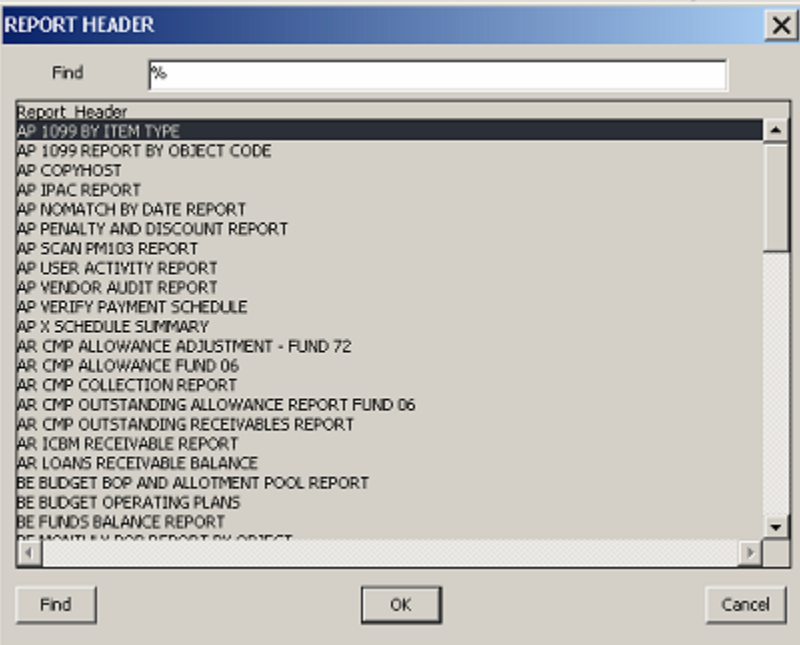
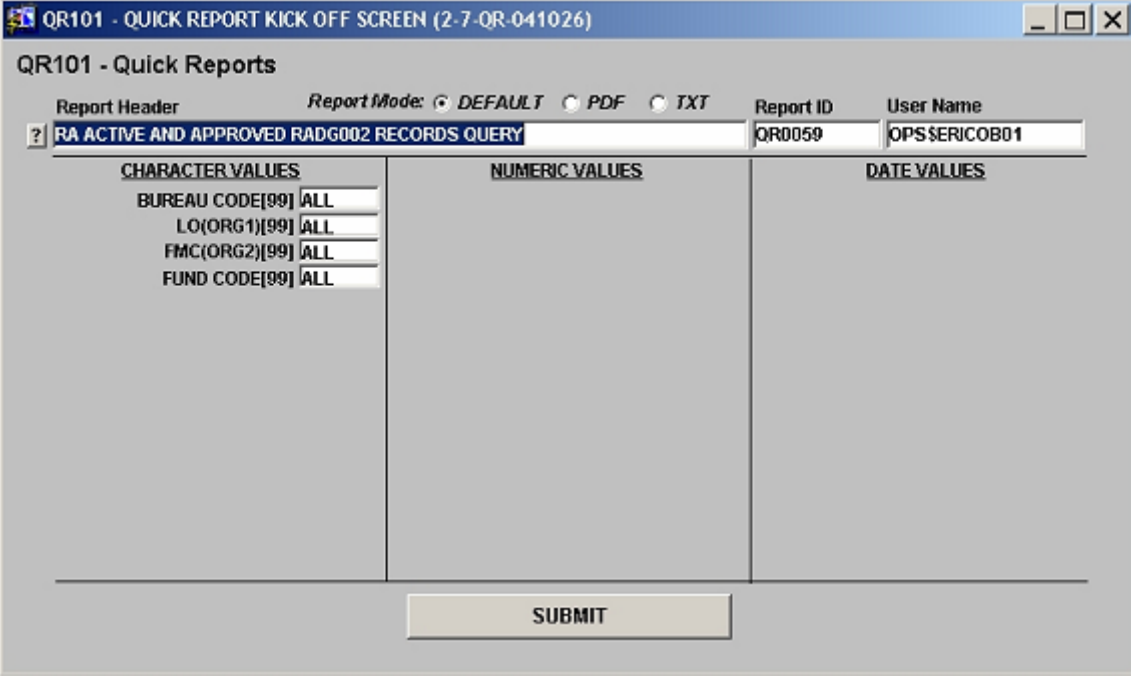
1. RA Active and Approved RADG002 Records Query (QR0059)

This query lists all of the reimbursable agreement (RADG002) records that are active and approved by bureau, line office, FMC, and fund code. The records are listed in order by LO and FMC. The LO and FMC for this report are pulled from the Acceptance Organization on the RADG002. A missing or incorrect acceptance organization will adversely affect the results of the query.

This report can be used by line offices and FMC staff to produce a quick list of the active and approved RADG002 records for their specific area. This report can also be used to verify if a RADG002 has been approved by the Finance Office.

Once in the CBS Navigator, users perform the following steps to run the QR0059 report:

Step	Action
1	<ul style="list-style-type: none"> ➤ Log into the CFS application ➤ Scroll down until you see QR101 Quick Reports on the CBS Navigator ➤ Select the QR101 – Quick Reports <p><i>Notes: Please refer to the CFS Access & Navigation section for additional information on the logon process and menus.</i></p>
2	<p>The QR101 – Quick Report Kick Off Screen will be displayed as shown below:</p> 

Step	Action
3	<p>Users will click in the Report Header field in order to bring up the dialog box containing a listing of all quick reports as shown below:</p> 
4	<p>Using the Find and wildcard (%) features users will select the RA Active and Approved RADG002 Records Query.</p>
5	<p>Users will complete applicable fields on the QR0059 parameter screen, as shown below, which will generate the appropriate report information.</p>  <p><i>Note: The data fields from this screen are explained in detail within this section.</i></p>

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1.1 RA Active and Approved RADG002 Records Query (QR0059) Parameters

This screen requires input of the following fields:

<u>Area</u>	<u>Field</u>	<u>Description</u>
Character Values	<i>Bureau Code</i>	This field is represented by two numeric numbers, which is displayed by the field name as [99]. This is where a user would enter the two-digit bureau code. This field defaults to ALL.
	LO (Org1)	This field is represented by two numeric numbers, which is displayed by the field name as [99]. This is where a user would enter the two-digit Line Office found in the first two positions of the Organization code. This field defaults to ALL.
	<i>FMC (Org2)</i>	This field is represented by two numeric numbers, which is displayed by the field name as [99]. This is where a user would enter the two-digit FMC found in the second two positions of the Organization code. This field defaults to ALL.
	<i>Fund Code</i>	This field is represented by two numeric numbers, which is displayed by the field name as [99]. This is where a user would enter the two-digit fund code. This field defaults to ALL.

**Notes – None of the Quick Reports contain a list of values. The user must know the values they wish to search on. These reports also run against the current CFS tables, which contain the most up-to-date information – unlike Data Warehouse which is a previous day copy.*

1.2 RA Active and Approved RADG002 Records Query (QR0059) Contents

The report above the column headings contain all of the parameter fields and what was chosen on the quick reports kick off screen. The columns on the report are set up the following way:

<u>Name</u>	<u>Description</u>
BC	Displays the Bureau Code.
LO	Displays the two-digit Line Office (Org1) Code.
FMC	Displays the two-digit FMC (Org2) Code.
FC	Displays the fund code without any preceding zeros (i.e. 0007 would just show 7)
BUR REF NO.	Displays the Bureau Reference Number from the RADG002 screen, which due to NOAA business rules is the project code.

<u>Name</u>	<u>Description</u>
RA CTRL	Displays the system generated number that uniquely identifies the agreement and allows for easier querying.
RA NO	Displays the Reimbursable Agreement or TWA number as displayed on the RADG002 screen.
CUST NO	Displays the unique customer number stored on the RADG002 screen.
CUST REF NO	Displays the Customer Reference Number found on the RADG002 screen.
MOD	Displays the system generated number of the highest approved modification to the reimbursable record.
BILL T	Displays the billing type. It pulls the information from the Customer Tab of the RADG002 screen where ADV means that the agreement is billed in advance of accruing costs and WIP means the agreement is billed after the costs have accrued.
CONTRACT AMT	Displays the sum of the initial agreement (or TWA) amount and all approved modification amounts.
BEGIN DATE	Displays the beginning date of the reimbursable agreement.
END DATE	Displays the ending date of the reimbursable agreement.
RA STA	Displays the reimbursable agreement status as displayed on the Document Tab on the RADG002 screen.
APPROVER	Displays the user name of the person approving the reimbursable agreement.

1.3 RA Active and Approved RADG002 Records Query (QR0059) Example

An example of the RA Active and Approved RADG002 Records Query (QR0059) is included on the following pages.

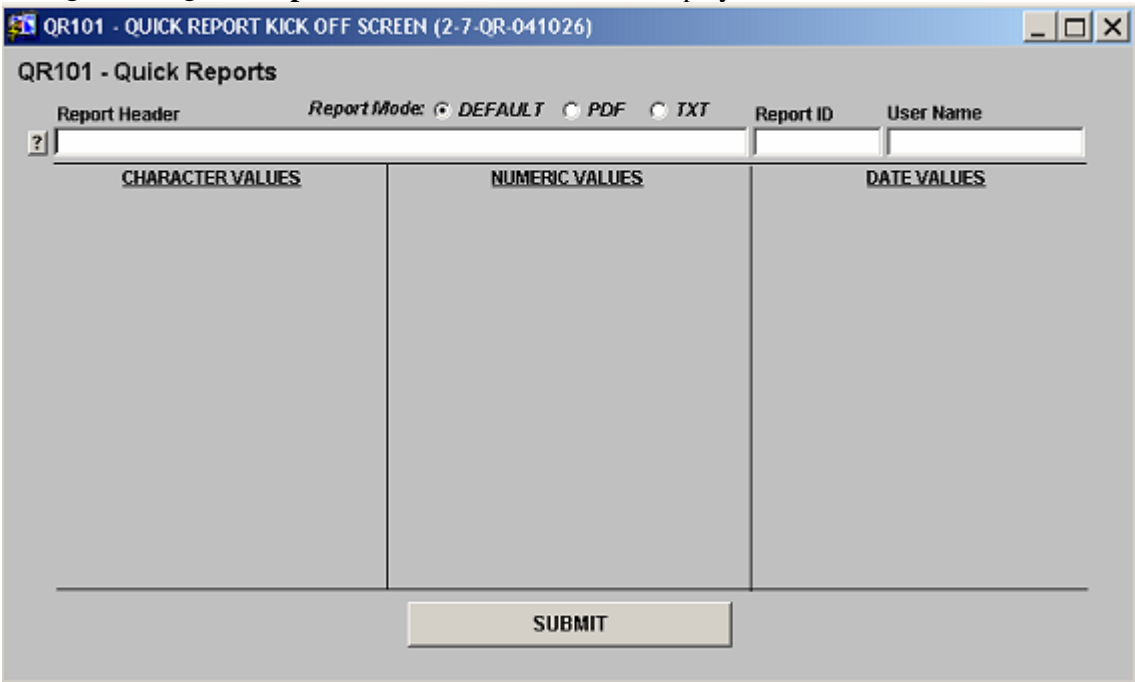
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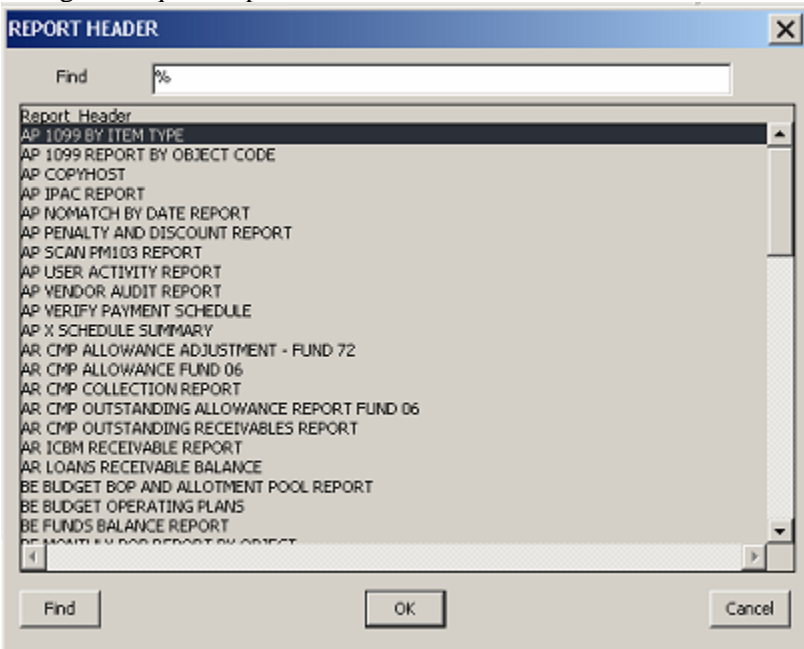
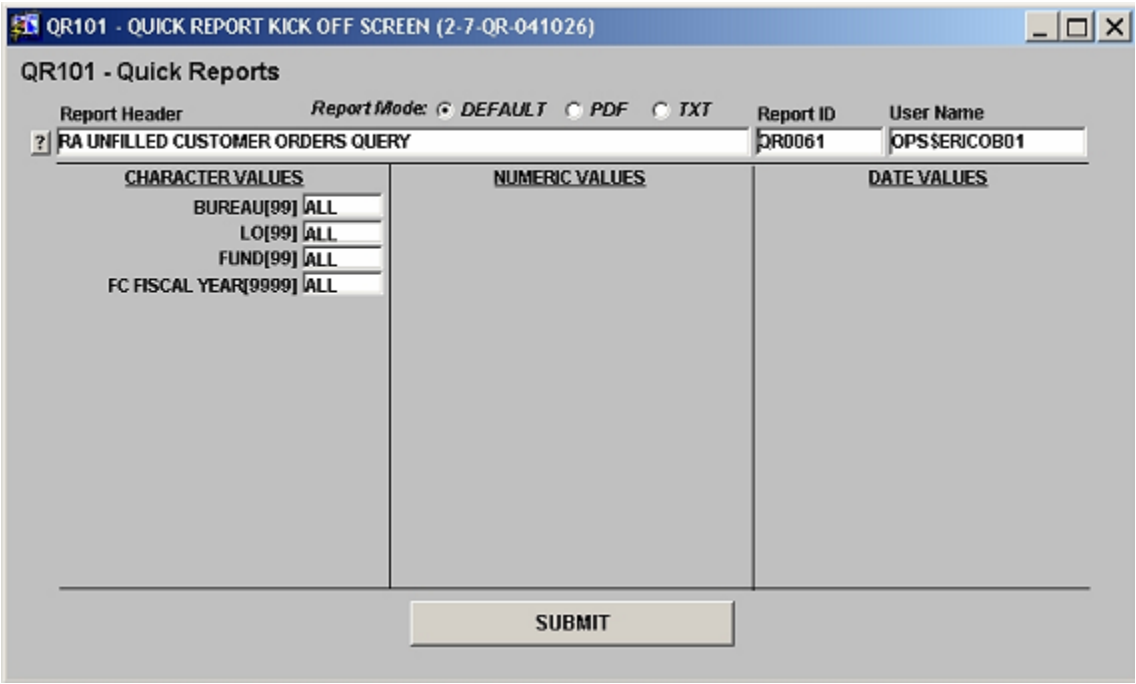
2. RA Unfilled Customer Order Query (QR0061)

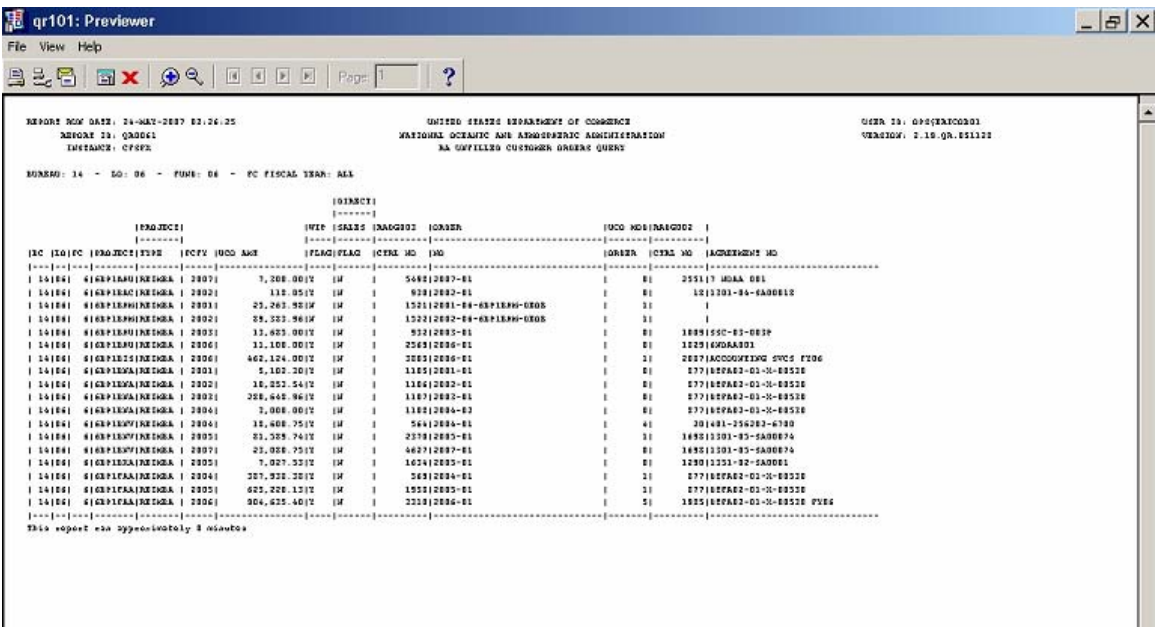



This query lists all of the active and approved unfilled customer orders (RADG003) records by bureau, line office, and fiscal year. The records are listed in project order.

This report can be used by line offices and FMC staff to get a quick list of all the UCO's that have been entered against agreements. This report can also be used to get a quick list displaying the orders for all fiscal years of an agreement.

Once in the CBS Navigator, users perform the following steps to run the QR0061 report:

Step	Action
1	<ul style="list-style-type: none"> ➤ Log into the CFS application ➤ Scroll down until you see QR101 Quick Reports on the <i>CBS Navigator</i> ➤ Select the QR101 – Quick Reports <p><i>Notes: Please refer to the CFS Access & Navigation section for additional information on the logon process and menus.</i></p>
2	<p>The QR101 – Quick Report Kick Off Screen will be displayed as shown below:</p> 

Step	Action
3	<p>Users will click in the Report Header field in order to bring up the dialog box containing a listing of all quick reports as shown below:</p> 
4	<p>Using the Find and wildcard (%) features users will select the RA Unfilled Customer Order Query.</p>
5	<p>Users will complete applicable fields on the QR0061 parameter screen, as shown below, which will generate the appropriate report information.</p>  <p><i>Note: The data fields from this screen are explained in detail within this section.</i></p>

Step	Action
6	Once the proper parameters are entered, users press the Submit command button to generate the report.
7	<p>The qr101 Report Previewer will open. The quick reports do not contain a header page. Within the Report Previewer, click the arrows on the icon bar to move through the report pages. The following illustrates the Report Previewer:</p>  <p><i>Note: The single arrows are used to move to the next/previous page and arrows with the vertical line are used to move to the first and last page of the report.</i></p>
8	<p>Click the Print icon  to print a copy of the report.</p> <p><i>Note: If more than one Citrix application is open (e.g., DW and BOP), users can only print in one application at a time. In order to print reports from one Citrix application, the Reports Background Engine window must be closed in the other application.</i></p>
9	<p>Click on the Report Previewer Exit  icon to exit and return to the quick report kick off screen.</p> <p><i>Note: The Exit icon is the red X on the Report Previewer toolbar, not the Delete a Record icon within CFS modules which is very similar.</i></p>
10	<p>The user may click change the parameters and rerun the report, they may click in the Report Header field to change the report, or they may click Exit  icon to leave the Quick Report Kick Off Screen.</p>

2.1 RA Unfilled Customer Order Query (QR0061) Parameters

This screen requires input of the following fields:

<u>Area</u>	<u>Field</u>	<u>Description</u>
Character Values	Bureau	This field is represented by two numeric numbers, which is displayed by the field name as [99]. This is where a user would enter the two-digit bureau code. This field defaults to ALL.
	LO	This field is represented by two numeric numbers, which is displayed by the field name as [99]. This is where a user would enter the two-digit Line Office found in the first two positions of the Organization code. This field defaults to ALL.
	Fund	This field is represented by two numeric numbers, which is displayed by the field name as [99]. This is where a user would enter the two-digit fund code. This field defaults to ALL.
	FC Fiscal Year	This field is represented by four numeric numbers, which is displayed by the field name as [9999]. This is where a user would enter the four-digit fund code Fiscal Year (i.e. 2007). This field defaults to ALL.

**Notes – None of the Quick Reports contain a list of values. The user must know the values they wish to search on. These reports also run against the current CFS tables, which contain the most up-to-date information – unlike Data Warehouse which is a previous day copy.*

2.2 RA Unfilled Customer Order Query (QR0061) Contents

The report above the column headings contain all of the parameter fields and what was chosen on the quick reports kick off screen. The columns on the report are set up the following way:

<u>Name</u>	<u>Description</u>
BC	Displays the Bureau Code.
LO	Displays the two-digit Line Office (Org1) Code.
FC	Displays the fund code without any preceding zeros (i.e. 0007 would just show 7)
PROJECT	Displays the seven digit alpha-numeric code that identifies the activity being funded and against which costs are accrued.

<u>Name</u>	<u>Description</u>
PROJECT TYPE	Displays the project type associated with the project code.
FCFY	Displays the fiscal year of the funding.
UCO AMT	Displays the sum of the initial unfilled customer order and all approved modification amounts.
WIP FLAG	Displays whether or not the agreement was done under WIP.
DIRECT SALES FLAG	Displays whether or not the agreement was done using Direct Sales. NOAA does not currently use this field.
RADG003 CTRL NO	Displays the system generated number that uniquely identifies the order and allows for easier querying.
ORDER NO	Displays the NOAA assigned number that corresponds with the fiscal year of the order.
UCO MOD ORDER	Displays the highest approved system generated order modification number.
RADG002 CTRL NO	Displays the system generated number that uniquely identifies the agreement and allows for easier querying.
AGREEMENT NO	Displays the unique number that identifies the funding document and is entered in the RA/Contract No. field or TWA No. field of the RADG002 screen.

2.3 RA Unfilled Customer Order Query (QR0061) Example

An example of the RA Unfilled Customer Order Query (QR0061) is included on the following pages.

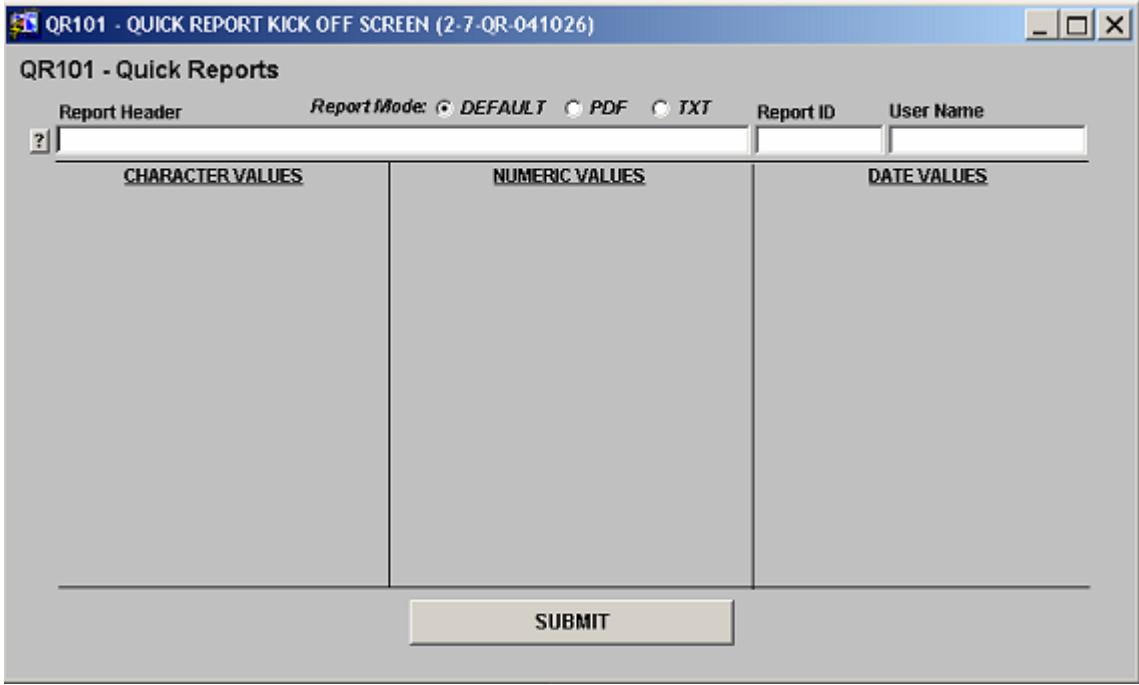
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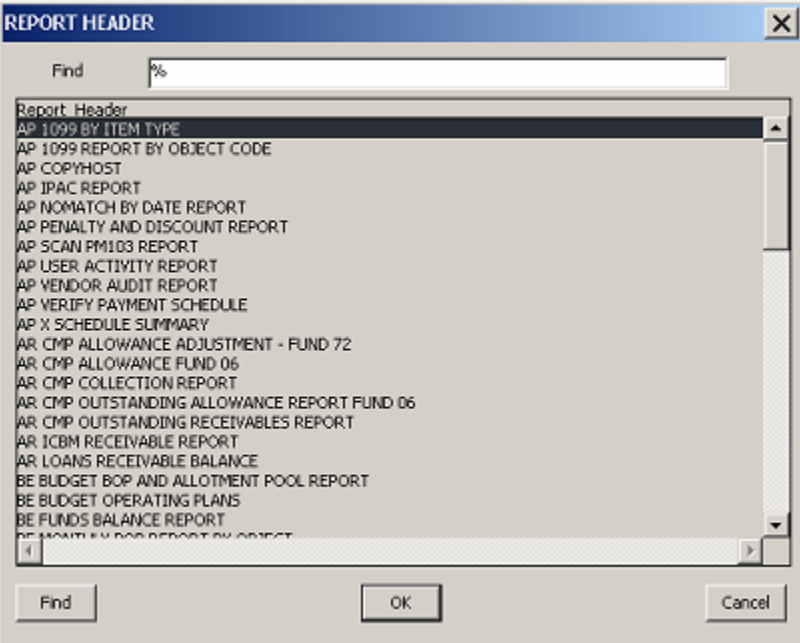
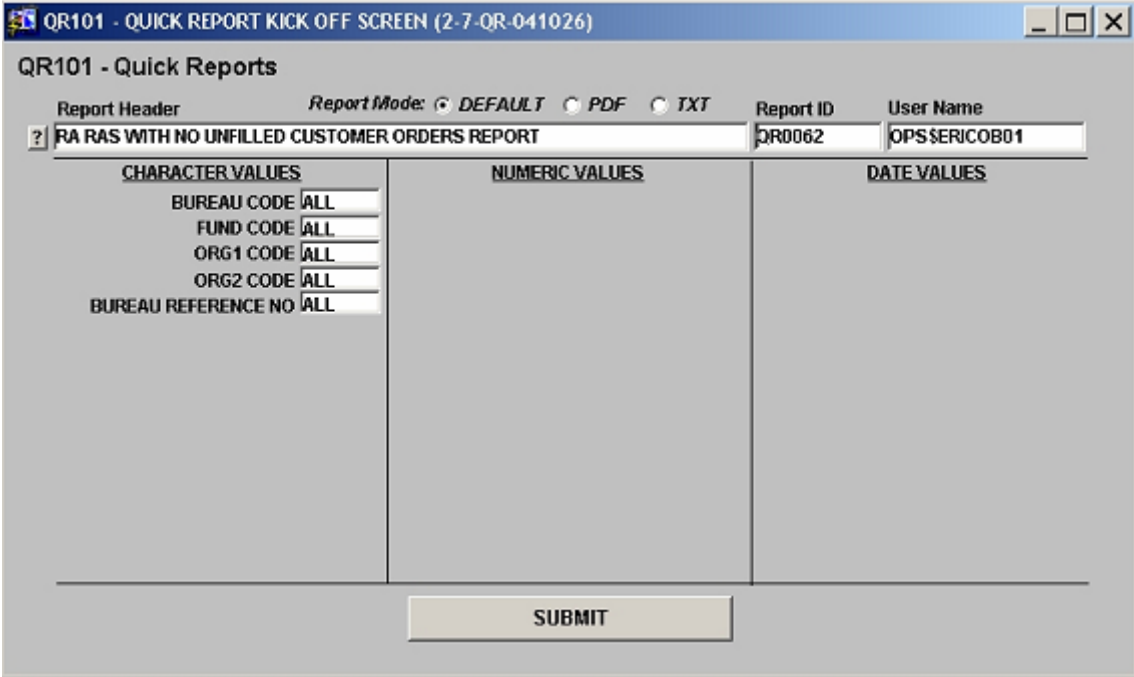
3. RA RAs With No Unfilled Customer Orders Report (QR0062)

This query lists all approved agreements in the reimbursable module that do not have an accompanying unfilled customer order by bureau, fund code, line office, and FMC. This report can also be run for a specific project code provided that the user followed NOAA Business Rules and entered the project code in the Bureau Reference No. field on the RADG002 screen. A missing or incorrect Bureau Reference No. will adversely impact the results displayed on the report.

This report was initially programmed quickly to give LO/FMC staff a way to easily check for unfilled customer order entry during the first year of the reimbursable module implementation. This report remains helpful for LO/FMC and Finance users since it provides real time data for identifying agreements that still need UCOs during periods of high data entry volume and month end clean up prior to the Finance Office running the WIP. Verifying entry of these missing UCOs, prior to running WIP, will help to curtail the amount of unmatched costs to be researched by LO/FMC users.

Once in the CBS Navigator, users perform the following steps to run the QR0062 report:

Step	Action
1	<ul style="list-style-type: none"> ➤ Log into the CFS application ➤ Scroll down until you see QR101 Quick Reports on the CBS Navigator ➤ Select the QR101 – Quick Reports <p><i>Notes: Please refer to the CFS Access & Navigation section for additional information on the logon process and menus.</i></p>
2	<p>The QR101 – Quick Report Kick Off Screen will be displayed as shown below:</p> 

Step	Action
3	<p>Users will click in the Report Header field in order to bring up the dialog box containing a listing of all quick reports as shown below:</p> 
4	<p>Using the Find and wildcard (%) features users will select the RA Unfilled Customer Order Query.</p>
5	<p>Users will complete applicable fields on the QR0062 parameter screen, as shown below, which will generate the appropriate report information.</p>  <p><i>Note: The data fields from this screen are explained in detail within this section.</i></p>

[illegible]

3.1 RA RAs With No Unfilled Customer Orders Report (QR0062) Parameters

This screen requires input of the following fields:

<u>Area</u>	<u>Field</u>	<u>Description</u>
Character Values	<i>Bureau Code</i>	This field is represented by two numeric numbers. This is where a user would enter the two-digit bureau code. This field defaults to ALL.
	<i>Fund Code</i>	This field is represented by two numeric numbers. This is where a user would enter the two-digit fund code. This field defaults to ALL.
	<i>Org1 Code</i>	This field is represented by two numeric numbers. This is where a user would enter the two-digit Line Office found in the first two positions of the Organization code. This field defaults to ALL.
	<i>Org2 Code</i>	This field is represented by two numeric numbers. This is where a user would enter the two-digit FMC found in the second two positions of the Organization code. This field defaults to ALL.
	<i>Bureau Reference No.</i>	This field is represented by seven digit alpha-numeric code that identifies the activity being funded and against which costs are accrued. This is where a user would enter the project code. This field defaults to ALL.

**Notes – None of the Quick Reports contain a list of values. The user must know the values they wish to search on. These reports also run against the current CFS tables, which contain the most up-to-date information – unlike Data Warehouse which is a previous day copy.*

3.2 RA RAs With No Unfilled Customer Orders Report (QR0062) Contents

The report above the column headings contain all of the parameter fields and what was chosen on the quick reports kick off screen. The columns on the report are set up the following way:

<u>Name</u>	<u>Description</u>
BC	Displays the Bureau Code.
ORG1	Displays the two-digit Line Office (Org1) Code.
ORG2	Displays the two-digit FMC (Org2) Code.

<u>Name</u>	<u>Description</u>
FUND	Displays the fund code without any preceding zeros (i.e. 0007 would just show 7)
BUREA REF NO (PROJECT CODE)	Displays the seven digit alpha-numeric code that identifies the activity being funded and against which costs are accrued. (Project Code)
RADG002 CTRL NO	Displays the system generated number that uniquely identifies the agreement and allows for easier querying.
BILL TYPE	Displays the billing type. It pulls the information from the Customer Tab of the RADG002 screen where ADV means that the agreement is billed in advance of accruing costs and WIP means the agreement is billed after the costs have accrued (usually quarterly, but sometimes monthly or at the request of the Line Office).
AGREEMENT NO.	Displays the unique number that identifies the funding document and is entered in the RA/Contract No. field of the RADG002 screen.
TWA NO.	Displays the unique number that identifies the funding document and is entered in the TWA No. field of the RADG002 screen.
RA STATUS	Displays the reimbursable agreement status as displayed on the Document Tab on the RADG002 screen.
CUST NO/NAME	Displays the unique customer number and name entered on the RADG002 screen.
RA AMOUNT	Displays the sum of the initial agreement (or TWA) amount and all approved modification amounts.
START DATE	Displays the start date of the agreement.
END DATE	Displays the end date of the agreement

3.3 RA RAs With No Unfilled Customer Orders Report (QR0062) Example

An example of the RA With No Unfilled Customer Orders Report (QR0062) is included on the following pages.

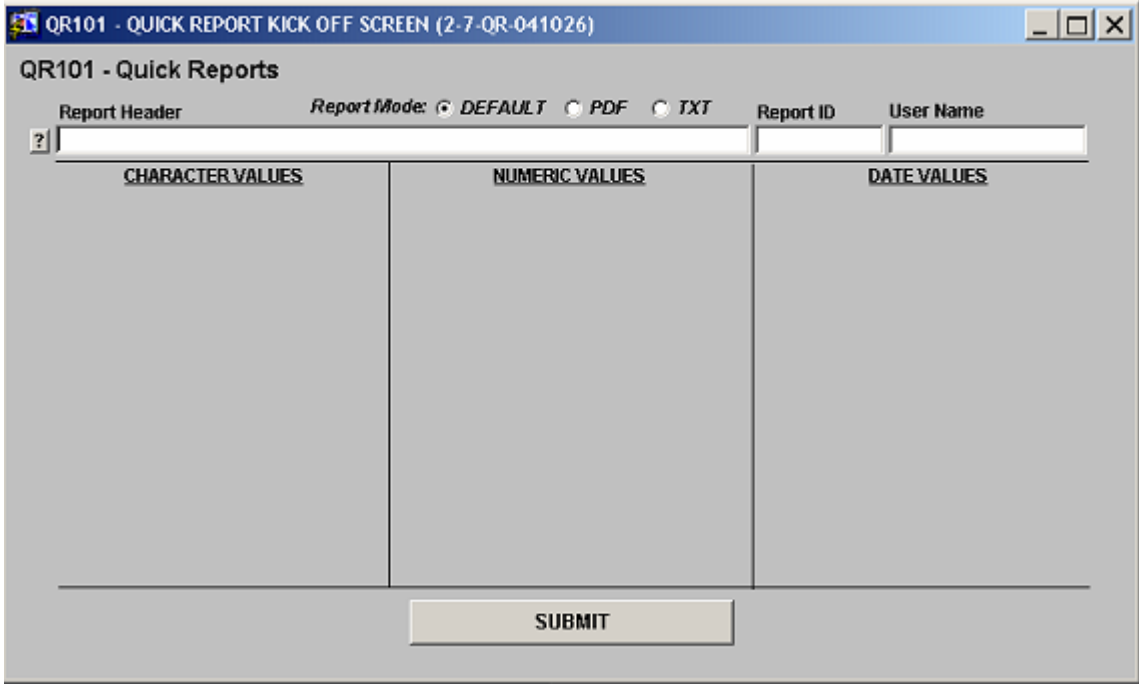
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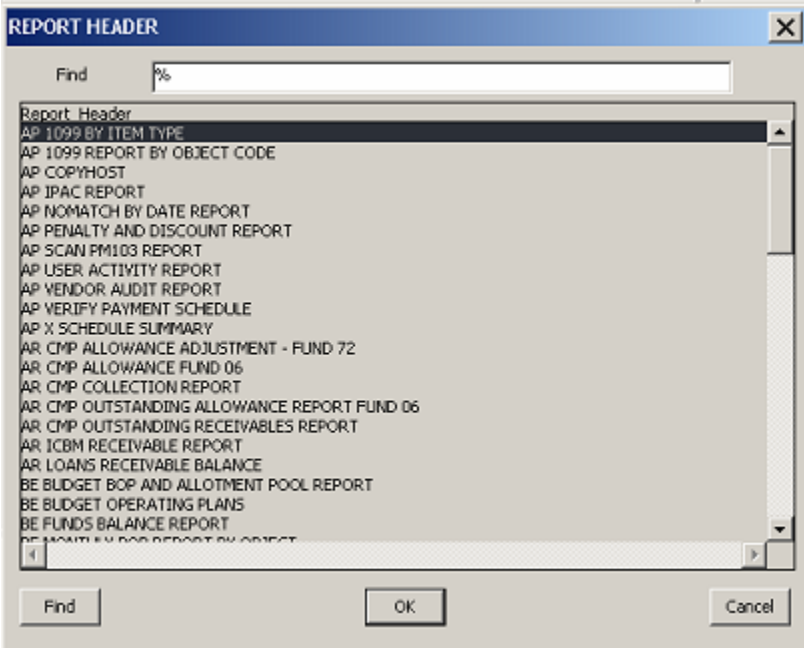
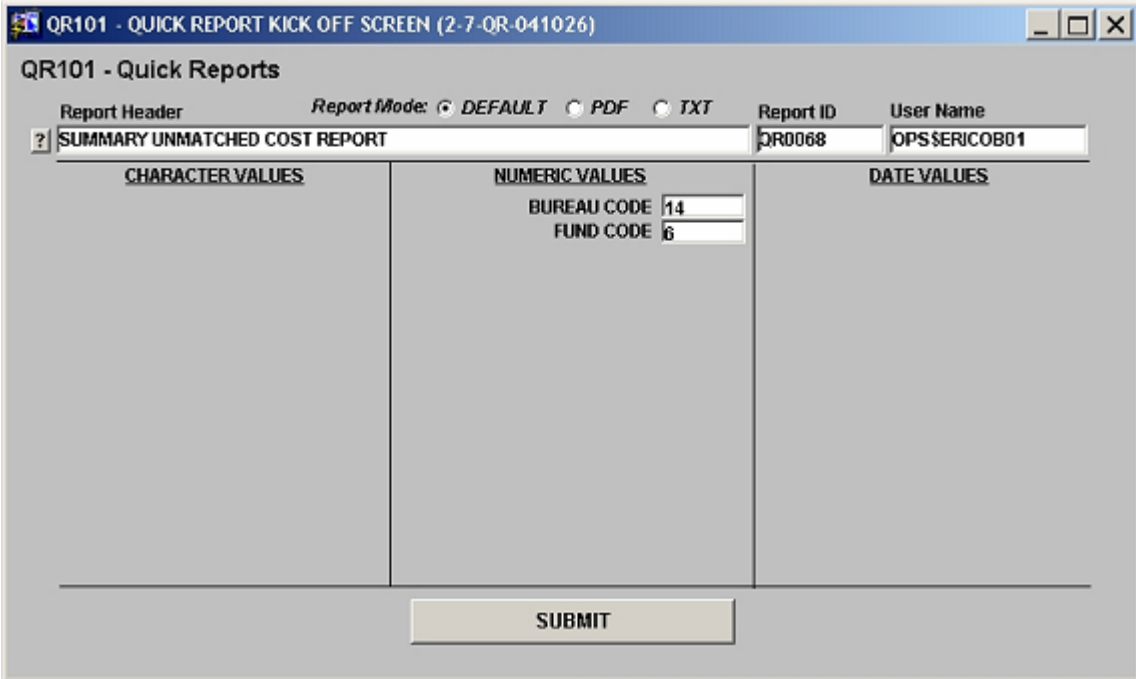
4. Summary Unmatched Cost Report (QR0068)

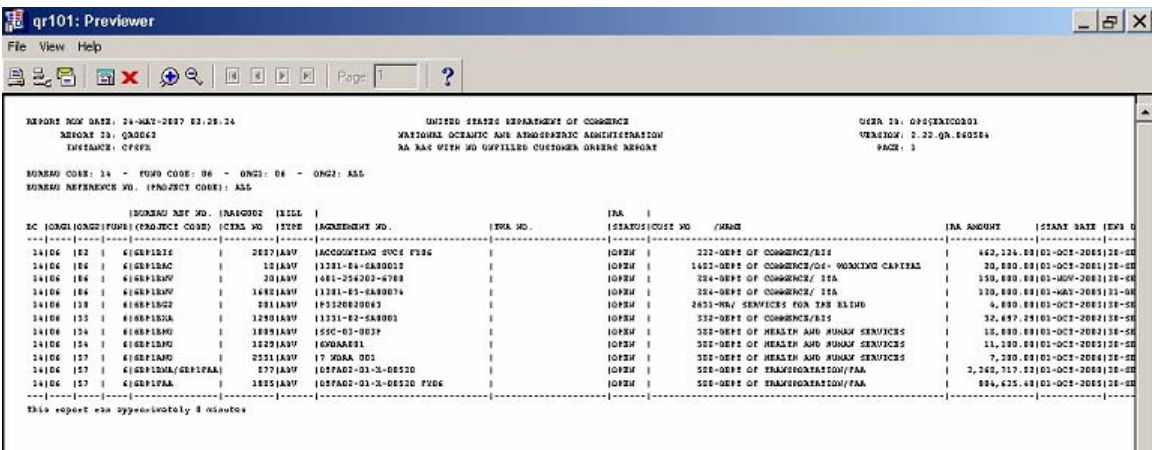



This report was designed to summarize by project code the detailed information in the RADG107 – RA Unmatched Cost Report. The user will enter the Bureau and Fund Code to kick off the report which will list by project the total unmatched costs for each fund code fiscal year. Since the data on this report is overwritten with each monthly WIP cycle, users should run this report monthly or, at the very least, quarterly.

All reimbursable users involved in the financial management of a project will find this report a helpful addition to the RADG107 RA Unmatched Cost Report. Along with the RA504D Reimbursable Unmatched Costs Report, and the RA-Detail Workbook, available in Discoverer, users will be better able to identify, research, and correct unmatched cost problems.

Once in the CBS Navigator, users perform the following steps to run the QR0068 report:

Step	Action
1	<ul style="list-style-type: none"> ➤ Log into the CFS application ➤ Scroll down until you see QR101 Quick Reports on the <i>CBS Navigator</i> ➤ Select the QR101 – Quick Reports <p><i>Notes: Please refer to the CFS Access & Navigation section for additional information on the logon process and menus.</i></p>
2	<p>The QR101 – Quick Report Kick Off Screen will be displayed as shown below:</p> 

Step	Action
3	<p>Users will click in the Report Header field in order to bring up the dialog box containing a listing of all quick reports as shown below:</p> 
4	<p>Using the Find and wildcard (%) features users will select the RA Unfilled Customer Order Query.</p>
5	<p>Users will complete applicable fields on the QR0068 parameter screen, as shown below, which will generate the appropriate report information.</p>  <p><i>Note: The data fields from this screen are explained in detail within this section.</i></p>

Step	Action
6	Once the proper parameters are entered, users press the Submit command button to generate the report.
7	<p>The qr101 Report Previewer will open. The quick reports do not contain a header page. Within the Report Previewer, click the arrows on the icon bar to move through the report pages. The following illustrates the Report Previewer:</p>  <p><i>Note: The single arrows are used to move to the next/previous page and arrows with the vertical line are used to move to the first and last page of the report.</i></p>
8	<p>Click the Print icon  to print a copy of the report.</p> <p><i>Note: If more than one Citrix application is open (e.g., DW and BOP), users can only print in one application at a time. In order to print reports from one Citrix application, the Reports Background Engine window must be closed in the other application.</i></p>
9	<p>Click on the Report Previewer Exit  icon to exit and return to the quick report kick off screen.</p> <p><i>Note: The Exit icon is the red X on the Report Previewer toolbar, not the Delete a Record icon within CFS modules which is very similar.</i></p>
10	<p>The user may click change the parameters and rerun the report, they may click in the Report Header field to change the report, or they may click Exit  icon to leave the Quick Report Kick Off Screen.</p>

4.1 Summary Unmatched Cost Report (QR0068) Parameters

This screen requires input of the following fields:

<u>Area</u>	<u>Field</u>	<u>Description</u>
Numeric Values	<i>Bureau Code</i>	This field is represented by two numeric numbers. This is where a user would enter the two-digit bureau code. This field defaults to 14.
	<i>Fund Code</i>	This field is represented by single numeric numbers. This is where a user would enter the fund code. This field defaults to 6.

**Notes – None of the Quick Reports contain a list of values. The user must know the values they wish to search on. These reports also run against the current CFS tables, which contain the most up-to-date information – unlike Data Warehouse which is a previous day copy.*

4.2 Summary Unmatched Cost Report (QR0068) Contents

The report above the column headings contain all of the parameter fields and what was chosen on the quick reports kick off screen. The columns on the report are set up the following way:

<u>Name</u>	<u>Description</u>
FUND CODE	Displays the fund code without any preceding zeros (i.e. 0007 would just show 7)
PROJECT CODE	Displays the seven digit alpha-numeric code that identifies the activity being funded and against which costs are accrued.
FUND CODE FISCAL YEAR	Displays the fiscal year of the funding.
AMOUNT	Displays the unmatched cost amount for each project and FCFY.

4.3 Summary Unmatched Cost Report (QR0068) Example

An example of the Summary Unmatched Cost Report (QR0068) is included on the following pages.